

Procedure Title	Psychological Health & Safety Management System		
Date of Issue	February 17, 2015	Related Policy	BP 7240-D
Revision Dates		Related Forms	
Review Date		Originator	Administrative Council
References			
Psychological health and safety in the workplace – Prevention, promotion and guidance to staged implementation, Standards Council of Canada; Guarding Minds @ Work			
Procedure:			

1.0 RATIONALE

- 1.1 Bluewater District School Board recognizes that a whole system approach is necessary to promote, and sustain employee psychological health and safety.
- 1.2 Bluewater recognizes psychological health as a key component to creating a productive, effective, healthy and thriving workforce.

2.0 PSYCHOSOCIAL PRINCIPLES AND DEFINITIONS *(Psychological Health and Safety in the Workplace –Prevention, Promotion and Guidance to Staged Implementation; Guarding Minds @ Work)*

Conditions that create a psychologically healthy and safe workplace include the following principles:

- **Organizational Culture** - a work environment characterized by trust, honesty and fairness
- **Psychological Support** - a work environment where coworkers and supervisors are supportive of employees' psychological and mental health concerns, and respond appropriately as needed.
- **Clear Leadership & Expectations** - a work environment where there is effective leadership and support that helps employees know what they need to do, how their work contributes to the organization, and whether there are impending changes.
- **Civility & Respect** - a work environment where employees are respectful and considerate in their interactions with one another, as well as with customers, clients and the public.
- **Psychological Competencies & Requirements** - a work environment where there is a good fit between employees' interpersonal and emotional competencies and the requirements of the position they hold.

- **Growth & Development** - a work environment where employees receive encouragement and support in the development of their interpersonal, emotional and job skills.
- **Recognition & Reward** - a work environment where there is appropriate acknowledgement and appreciation of employees' efforts in a fair and timely manner.
- **Involvement & Influence** - a work environment where employees are included in discussions about how their work is done and how important decisions are made.
- **Workload Management** - a work environment where tasks and responsibilities can be accomplished successfully within the time available.
- **Engagement** - a work environment where employees feel connected to their work and are motivated to do their job well.
- **Balance** - a work environment where there is recognition of the need for balance between the demands of work, family and personal life.
- **Psychological Protection** - a work environment where employees' psychological safety is ensured.
- **Protection of Physical Safety** - a work environment where management takes appropriate action to protect the physical safety of employees.

3.0 SYSTEM EXPECTATIONS

3.1 ACCOUNTABILITY

- I. **The board will** establish a comprehensive psychological health and safety management system (PHSMS), which will encompass:
 - a) Reviewing existing policies and procedures and/or extend or develop such policies and procedures to fulfill the requirements of a psychologically healthy and safe workplace.
 - b) Ensuring that all future policies, guidelines and practices are drafted and implemented in accordance with the board's PHSMS.
 - c) Ensuring that principles of a psychologically healthy and safe workplace are explicitly stated in relevant board policies, procedures, programs, guidelines, operations and practices.
 - d) Actively communicating the PHSMS to all staff.
 - e) Providing ongoing opportunities for staff to provide active input into relevant board policies.
 - f) Establishing processes to monitor progress and assess effectiveness of policies, programs and procedures.

- g) Reviewing this procedure annually through the Organizational Health and Wellness Committee and Administrative Council in order to support continued evaluation and improvement.

II. Our Schools and Worksites will:

- a) Review existing school/site policies to determine that they include the principles of a psychologically healthy and safe workplace.
- b) Implement board psychological health and safety management policies, programs and practices that are consistent with a psychologically healthy and safe workplace.

3.2 LEADERSHIP

I. The board will:

- a) Develop a system plan to build and sustain a psychologically healthy and safe workplace.
- b) Identify and appoint a contact person to liaise with employee groups to share challenges, promising practices and resources.
- c) Utilize the Organizational Health and Wellness Committee including representatives from all employee groups to provide ongoing input and review of the board PHSMS.
- d) Review and/or initiate tools to determine employee views on psychological healthy and safe working environments.
- e) Establish processes and programs to identify and address systemic barriers that limit or prevent a psychologically healthy and safe work environment (for example, mental health stigma).
- f) Provide initial and ongoing training for all staff and trustees in implementing and sustaining psychologically healthy and safe workplaces.
- g) Review and/or deepen existing stakeholder partnerships to ensure that they reflect the principles of a psychologically healthy and safe workplace.
- h) Work with employee groups to:
 - i. Recognize that worker well-being is a shared responsibility.
 - ii. Strengthen union/management relationships by taking a collaborative approach to psychological health and safety.
 - iii. Comply with policy and procedure to encourage employee engagement and participation in the implementation of a PHSMS.
 - iv. Actively promote a sustainable psychological healthy and safe workplace.